

BENTON COUNTY

Job Description

JOB TITLE: GIS Project Manager

Exempt (Y/N): No

DEPARTMENT: Assessor's Office

DATE PREPARED: February 2008

SUPERVISOR: Assessor

SUMMARY:

Acts as the project manager of GIS operations in the Assessor's Office. Responsible for the planning, design, programming, implementation, documentation, and maintenance of complex, technically oriented, and sensitive computerized systems. All other duties as assigned by the Assessor or the Mapping Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Analyzes GIS needs of the Assessor's Office and implements GIS programs, databases, and related products; conducts meetings to offer and assess GIS services and needs.
2. Prepares and coordinates GIS project scopes, procedure flow-charts, and schedules with mapping personnel.
3. Designs GIS product screens and software specifications for programmers.
4. Designs GIS policies, procedures and instruction for the mapping department.
5. Provides technical assistance to the Assessor's Office, other County departments, other government agencies, and the public in implementing GIS projects and using applications.
6. Trains Assessor's employees in GIS procedures and software.
7. Tests and documents internally created GIS applications.
8. Creates and maintains data including the development of data models, data entry, data retrieval, and high-level technical review to determine usability and accuracy.
9. Manages all GIS assets including web servers, databases, file servers, tablet pc's, GPS units, GIS workstations, and software licenses.
10. Administers, customizes, and maintains GIS services for the Assessor's Office including the internal mapping program (ArcIMS) and the Assessor's Spatial Database (ArcSDE).
11. Performs geographic analysis using ArcGIS and ArcInfo utilizing Spatial Analyst and 3-D Analyst extensions.

12. Works in cooperation with local, state, and federal government agencies, and other county departments to facilitate efficiency, reduce redundancy, and promote cooperation in all GIS efforts.
13. Stays current with technology's advances in hardware and software in order to make knowledgeable recommendations for hardware and software acquisitions.
14. Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems.
15. Generates custom maps and reports as needed by the Assessor.
16. Communicates with vendors, customers, and personnel within and outside of county government to resolve technical problems.
17. Consults with the Assessor and Mapping Manager on new projects, policies & procedures.

SUPERVISORY REQUIREMENTS:

Supervise and assist in daily operations of the GIS division of the mapping department. Assist Mapping Manager in hiring and supervision of staff. Coordinate efficient workflow into and out of Mapping and other departments within the Assessor's Office. Train and oversee any members of the Assessor's staff involved in the utilization of digital data (ARC/View) for the supporting displays and analysis in the valuation process.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all the Assessor's business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the Assessor and the County.

EDUCATION and/or EXPERIENCE:

Equivalent to a Bachelors Degree in geography, cartography, GIS, or closely related field; and one (1) to three (3) years work experience performing advanced GIS systems analysis. Supervisory experience preferred.

OTHER SKILLS and ABILITIES:

Knowledge of, and experience with ESRI's suite of GIS software including ArcGIS, ArcIMS, ArcSDE, and ArcPAD. Proven experience in managing servers running Windows 2000 and Windows 2003 Server. Database management experience with Microsoft SQL Server and ArcSDE. Experience managing Internet Mapping Services (IMS) with ArcIMS and Apache web

servers. In-depth knowledge of application and enterprise life cycles and current awareness of trends and practices in GIS technology. Strong knowledge of network architectures and communications. Must have programming knowledge of HTML, ArcXML, JavaScript, PHP, and VisualBasic or C. Must also be familiar with using Structured Query Language (SQL).

WORKING RELATIONSHIPS:

Regular contact with property and business owners of Benton County, abstract and title companies, departments within the Assessor's office (specifically real estate and appraisal), other County offices. Also works closely with the Assessor's Administrative Assistant, Appraisal Supervisor, Personal Property Supervisor, and Real Estate Supervisor. These listed are in addition to the County Planning Department, 911 Administration, Attorneys, Surveyors, the Highway Department, and other City, County, State and Federal agencies.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl for record storage and retrieval. Employee must lift and/or move up to 25 lbs. Regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under sometimes stressful and high volume conditions at a level of efficiency and extreme accuracy.

Department 07, Fund 070 – County Assessor

Department 07 - Assessor	Current Base Pay	Proposed Salary	Dollar Amt of Increase	% Increase	Benefits	Total Compensation
GIS Project Manager	63,286.08	68,286.08	5,000.00	7.32%	15,271.33	83,557.41
					Amt required from Gen.Fund	6,684.59
Percentage increase in total budget - 2%						

BENTON COUNTY

Job Description

JOB TITLE: Equipment Operator II

Exempt (Y/N):N

DATE PREPARED: May, 2012

DEPARTMENT: Road Department

SUPERVISOR: Road Superintendent

SUMMARY:

Operates and maintains heavy power equipment. Repairs roads, patches as needed, operates small motorized equipment, flags traffic and work trucks and equipment, performs various types of welding on heavy equipment and performs rough carpentry work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Operates and maintains heavy power equipment such as bulldozers, semi-trucks, graders, chip spreaders, oil distributors, asphalt lay-down machines, grade-all, front loaders, backhoe, hydraulic excavator, may serve as lead worker to lower level personnel involved in road construction.
2. Repairs failures in the roadway, shoulders or bridge decks; repairs or replaces signs, posts, guardrails and fences.
3. Operates small motorized equipment such as chain saws, drills, jack hammers, saws, paving breakers and tampers.
4. Performs as a flag person directing highway traffic.
5. Applies herbicides to highway right-of-way.
6. Installs or repairs highway signs near high speed and/or heavy traffic.
7. Drives a truck with a snowplow and sand spreader during snow and ice control.
8. Performs rough carpentry work, building and installing forms using lumber and small hand tools, for concrete bridge decks, bridge posts, curbs, wingwalls, and headwalls.
9. Performs various types of welding on heavy equipment repair of dump beds, bridge structures and special fabrication. Performs related work as required and assigned.
10. Passes a minimum of 5 heavy equipment operator qualifying examinations along with the Intermediate Grader Operator Qualifications examination.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Five to seven years experience, High School Diploma or GED with tech school and/or two years on the job training.

WORKING RELATIONSHIPS:

Communicates on a daily basis with co-workers, road overseer, and road foreman. Occasionally speaks with the general public out on the job site.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is frequently required to stand and walk. Specific vision abilities required by this position include close, distance, depth perception and peripheral vision. Must have the ability to adjust focus.

The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is loud to very loud. Works in all types of weather and sometimes works early morning hours till late hours in the evening. All work is performed on/or adjacent to highways often containing high speed and/or heavy traffic.

**Additional Staffing Request
Road Department – Dept. 44, Fund 200**

Position Title	Authorized Positions	Annual Base Amount	Total Compensation
Equipment Operator II	3	92,539.20	134,807.29

Wages per position	\$30,846.40
Benefits per position	<u>\$14,089.36</u>
Total compensation per position	\$44,935.76

Represents a 3% increase in
Personnel Budget



Benton County

Job Description

Job Title: Licensed Practical Nurse

Exempt (Y/N) : N
Date Prepared: October, 2010

Department: County Jail
Supervisor: Jail Nurse

Summary:

Assists in the provision of health services to jail inmates. Assists in conducting medical assessments of inmates. Assists the RN's and physician in examining inmates responding to sick call. Addresses medical issues by following nursing protocols and physician orders. Performs medical administrative duties. The LPN must not have a criminal record of any kind, and before selection into this position, must be able to withstand a complete background investigation.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Records physicians' orders into computer, fills prescriptions, and dispenses medication to appropriate housing facility.
2. Reviews the medical background and condition of new inmates including physicals, administration of TB skin tests, and other testing.
3. Determines the need for the attention of a physician. Consults with physician as necessary on health care issues.
4. Assists physician and other medical professionals engaged in providing health care services to inmates.
5. Schedules tests and appointments with other health agencies including dentist, x-ray, laboratories and others.
6. Assists with and examines inmates reporting for sick call, includes gathering medical information from the inmate, taking vital signs, drawing blood as necessary, and otherwise assisting the physician.
7. Works with other medical staff in developing special treatment plans for inmates with various health conditions.
8. Sees patients for medical emergencies and determines appropriate follow-up.
9. Changes bandages and provides other immediate assistance.
10. Coordinates referrals other health care services not provided at the jail.

11. Orders and dispenses over-the-counter medicines, creams and lotions to the appropriate housing unit.
12. Assists in the maintenance of inmate health records.
13. Assists food service staff in dealing with special dietary issues.
14. Restocks supplies, including insulin supplies, exam room supplies, and medical kits.
15. Brings supply shortages to the attention of the Charge Nurse.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Completion of the curriculum as a Licensed Practical Nurse from an accredited healthcare education facility or college. Two years of experience in medical nursing. Licensed as a Practical Nurse in the State of Arkansas.

Working Relationships:

Must be able to maintain consistent written and verbal communications with Jail Nurses and Physician to insure proper treatment levels, inmate health monitoring, inventory control, and compliance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and use hands to handle or feel objects. The employee will be frequently required to sit, stoop, kneel, or crouch, reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

While performing the duties of this job, the employee must regularly work in an adverse environment where there is a need to be aware of potential violence at all times.

Approved by _____

Date _____

JESAP Grade Assignment: _____

Date _____

Department 67, Fund 330 – Communications Fund

Request for Part-time Licensed Practical Nurses

Position Title	Authorized Positions	Annual Base Amount	Medical and Group Life	Total Compensation
Part-time Licensed Practical Nurses	2	43,570.80	10,486.22	54,057.02

To be paid through the Communications Fund.

Department 67, Fund 932 - Commissary Fund
Request for Waiver in Salary Administration Policy and Wage Adjustments

Department 67, Fund 932-Commissary Fund	Current Base Pay	Proposed Salary	Dollar Amt. of Increase	% Increase	Benefits	Total Compensation
Licensed Practical Nurse	33,196.80	35,568.00	2,371.20	6.67%	8,560.17	44,128.17
Amt. required from Gen. Fund						-

Percentage increase in total budget - 0%

Position was vacant at the time of the budget and the maximum hire-in rate was used.

Elected Officials' recommendation for Non-Reoccurring Salary Adjustments

Category	# Employees	Amount	Total All Funds	Impact on General Fund
FT Employees hired prior to 1/1/2012	486	\$ 1,125	\$ 546,750	\$ 426,933.01
FT Employees hired from 1/1/2012 to 12/31/2012	109	\$ 875	\$ 95,375	\$ 95,375.00
FT Employees hired from 1/1/2013 to 3/31/2013	18	\$ 250	\$ 4,500	\$ 4,914.90
TOTALS	613		\$ 646,625	\$ 527,222.91
Total Wage and Benefits			\$ 808,281	\$ 659,029

1.91% increase in the General Fund Budget

Benton County Credit Card Policies and Procedures

The purpose of this credit card policy is to facilitate purchases necessary for County operations, travel to approved destinations, and other necessary transactions where use of a purchase order is not feasible. The purpose of the use of County credit cards is not to override the procedures set forth in the Benton County Purchasing Manual, but to provide an alternative method of purchasing for necessary goods or services.

Obtaining a Credit Card:

1. Elected Official or Department head must request credit card by completion of "Card Request Form" provided by the Benton County Accounting Department. See Attachment 1
2. The Benton County Accounting Department will order the credit card. The card will be issued to cardholder upon receipt of the signed "Cardholder Agreement." See Attachment 2
3. All revisions to credit cards must be submitted in writing to the Accounting Department by an Elected Official/Department Head.

Rules of Use of Credit Card:

1. The credit card is to be used for County authorized purchases only. The card cannot be used for any personal use and any such use will require immediate reimbursement by cardholder. Reimbursements for personal use shall be submitted to the accounting department within five days of the transaction date.
2. The credit card is only to be used for purchases less than \$5,000.
3. The credit card is prohibited for use with vendors that accept purchase orders.
4. The credit card shall not be used for cash advances, alcoholic beverages, recurring charges (dues/memberships/subscriptions) or any type of personal use.

Documentation/Reconciliation:

1. Cardholder shall retain all credit card receipts or invoices for remittance to the accounting department. These receipts must be submitted to accounting with a purchase order request (payable to VISA) detailing the intended expenditure line item to be charged from the corresponding departmental budget. If the cardholder is unable to remit a sales receipt or invoice from the vendor, he/she must attach a signed statement that includes a description of the item purchased, date of purchase, vendor's name, and why there is no supporting documentation.

Termination:

1. Cardholders must return credit cards to the Accounting Department or Elected Official/Department Head upon termination from employment. Upon receipt of the credit card, the Accounting Department will deactivate and destroy the card. Cardholders that utilize a credit card after separation from employment will be subject to legal action.

Benton County
Credit Card Request Form
Attachment 1

CARDHOLDER INFORMATION

Name of Cardholder

Department

Information to be put on Card

Proposed Credit Card Limit (Not to Exceed \$5,000)

Elected Official/Manager Approval

Signature of Elected Official/Manager

Date

Benton County
Credit Card-Cardholder Agreement
Attachment 2

You have been granted the privilege of having a Benton County credit card. Your participation in the County's credit card program is a convenience that carries responsibilities for you as a cardholder. Although this card is issued in your name or department name, it is County property and should be used with good judgment. By signing this agreement, you acknowledge that you understand and will comply with all of the County's Credit Card guidelines, as listed below:

I, as an authorized and approved cardholder, fully understand and agree to the following terms and conditions regarding the use and safekeeping of the credit card entrusted to me:

1. I accept full personal responsibility for the safekeeping of the credit card assigned to me.
2. I will be making financial commitments on behalf of Benton County and will obtain fair reasonable prices.
3. I have received the policy and agree to follow all procedures established for use of the credit card.
4. I will not use the Benton County credit card for non-County related business, unauthorized purchases, or for personal purchases.
5. I will immediately report the theft or loss of my credit card to the Benton County Accounting Department.
6. I understand that use of the credit card does not exempt me from purchasing requirements as set forth in the County's purchasing manual.
7. I understand that I cannot use the credit card as a financial reference to obtain personal credit cards or loans.
8. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and credit documents) and submitting them in accordance with the Benton County Credit Card Policy.
9. I understand that any purchases made by me will be recorded and reviewed in management reports, to ensure compliance with the policy.
10. I understand that failure to follow any of the above listed terms & conditions or if found to have misused the credit card in any manner may result in:
 - Revocation of the privilege to use card
 - Disciplinary action
 - Termination of employment, and/or criminal charges being filed with the appropriate authority
11. I agree to surrender the credit card immediately upon request or upon termination of employment for any reason.

I hereby accept the above terms and conditions and acknowledge receipt of the Benton County Credit Card.

Employee Signature

Date Signed

Employee Name Printed

Changes to the Employee Personnel Policy Ordinance

1. Change the name of the “Grievance Committee” to Grievance Council

2. Change Article IX, Grievance Hearing Procedure (Section F)

- F. Hearing Procedures:
1. NOTICE: After an employee requests a grievance hearing, the employee shall be notified of the date, time, and place of the hearing. ~~If the set time/date of the hearing is not acceptable, the grievant may request a change in date, time, and/or place. If the grievant fails to notify the Office of the County Judge of the intent to cancel the hearing, within twenty-four (24) hours of the hearing, they may be charged for the expenses incurred to hold the hearing.~~

3. Change Article X County Grievance Committee

- X. COUNTY GRIEVANCE ~~COMMITTEE~~ **Council**
- A. The County Grievance ~~Committee~~ **Council** ~~for employees hired by the County Judge~~ shall be ~~five (5) members of the Quorum Court, selected, each year, by the Quorum Court at their organizational meeting. If the Quorum Court fails to select members of the Grievance Council, then it shall be composed of all members of the Quorum Court. The Grievance Council shall elect a chair from number who shall serve for the year.~~ The decision of the Grievance ~~Committee~~ **Council** shall only be advisory. ~~(Ark. Con., Am. 55, Section 3).~~
 - B. ~~The County Grievance Committee for employees not hired by the County Judge shall be the County Quorum Court (or its appointee(s)), and the decision of the Grievance Committee shall be the decision of the county. (Ark. Con., Am. 55, Section 4).~~

4. Change Article XIV, Compensatory Time (Section D & K)

- D. The normal work period shall be 40 hours per week for all employees except employees engaged in the provision of law enforcement (including jailer) and ambulance services. The normal workweek for law enforcement (including jailer) and ambulance personnel shall be no more than ~~171~~ **80** hours in a ~~28~~ **16** consecutive day work period **(including weekends.)**

K. The county requests that any compensatory time incurred in any 28-day work period be used by the employee during the next 28-day work period. Compensatory time will be charged before vacation leave, if a balance exists **of more than five (5) hours** at the time vacation is requested. Accrued compensatory time will be expended prior to expending any accrued annual leave. **If an employee has reached the maximum accrual level of vacation leave, a combination of vacation and compensatory time will be allowed until his/her vacation leave balance falls below that maximum accrual level.** The amount of overtime is calculated in fifteen (15) minute increments. If less than eight (8) minutes are worked, the number of minutes of overtime will be rounded downward. If eight (8) minutes or more are worked, the number of minutes of overtime will be rounded upward. Elected officials and department heads are encouraged to make every effort to afford the time off requested during the period stated herein.

5. Change Article XVI, Specific Benton Personnel and Salary Administration Policies and Guidelines (Sections: F-1; G-6; J-3 (a&b);)

F. STANDARD WORK WEEK:

1. The standard workweek for Benton County shall begin at 12:00 A.M. on Monday and end at 11:59 P.M. on Sunday. A pay period shall consist of two standard workweeks. Although the hours of operation for all County buildings are determined by the County Judge, Elected Officials will determine work schedules and his/her office's hours of operation. All employees are expected to work those hours prescribed by their elected official. The scheduling of these hours is the responsibility of each elected official. The elected official should schedule the hours of his or her employees so that each employee works no more than forty (40) hours in any workweek **or 80 hours per pay period for certain positions within the Sheriff's Office.** Absence without authorized leave, including any day or part of the day, shall be considered a violation of the Benton County Employment Policy.

G. PAYDAY AND SALARY CHECKS:

6. All county employees are strongly encouraged to establish "direct deposit" of his or her pay. Employees will have a choice of up to two (2) transactions (i.e. two (2) accounts in one bank/credit union or one (1) account in two (2) banks/credit unions). All employees hired after this policy becomes effective may complete a direct deposit form during their initial orientation session. The county Human Resources staff may assist an employee in establishing an account. **The final paycheck of a person's employment with Benton County will be in the form of a paper check rather than direct deposit.**

J. AUTHORIZED LEAVES OF ABSENCE AND LEAVE BENEFITS:

3. SICK LEAVE:

- a. All full-time employees of the county with at least three (3) months service, are eligible for sick leave with pay with the maximum benefit of up to twelve (12) working days per year. This earned sick leave can be carried over from year to year. Sick leave shall accrue at the rate per paid hour of work, **up to a maximum of 320 hours.**
- b. An employee will be eligible for sick leave for the following reasons: Personal or family (employee's spouse, child or parent) illness or physical incapacity resulting from causes beyond an employee's control. **A grandparent of a newborn grandchild may use sick leave for the day of the birth and the day following the birth. In the case where a grandparent is needed to provide primary care for his/her child or grandchild may use sick leave if approved under the Family Medical Leave Act (FMLA). A grandparent may use non-FMLA sick leave if the grandchild remains hospitalized after birth.**

6. BEREAVEMENT LEAVE:

...Vacation, compensatory time, or leave without pay may be granted for deaths other than the above. When approved by the elected official, sick leave may be used in the event of the death of an immediate family member. **Bereavement leave does not apply to individuals who are no longer related to the employee due to divorce, except in the death of an ex-spouse where common children, under the age of eighteen (18) or an older special needs child that require the assistance of the surviving parent. In this case, up to three (3) days of bereavement leave may be allowed.**

7. Change Article XVII, Medical Insurance

All full-time county employees are eligible to participate in a paid group health benefit plan. Participation becomes effective on the first of the month after completion of the initial three-month benefit-waiting period. The county pays the insurance premium for the employee. Family coverage is available to eligible employees at the employee's expense. Part-time employees are not eligible to participate in the county's medical insurance program. The elected offices of Justice of the Peace, Coroner, Surveyor, and Constable are not eligible for the health benefit plan paid by the county. Eligible employees electing not to participate in the paid health plan will not receive alternate insurance or a cash sum in lieu of the program and must sign documentation waiving their coverage choice. Justices of the Peace may participate in the health plan at their own expense. Current part-time employees who are promoted into a full-time

Medical Insurance (continued)

position, Deputy Prosecuting Attorneys, and Deputy Public Defender Attorney's who transfer from state-funded positions to county-funded positions without any break in employment become eligible to participate in the group health benefit plan immediately. **Insurance coverage will end on the last day of the month in which you last worked. Vacation leave, non-FMLA sick leave, and grievance pay does not apply in the calculation of last day of coverage.**

8. Change Article XIX, Worker's Compensation (Add Section c)

- c) Employees receiving compensation under the worker's compensation plan will receive holiday pay and will continue to accrue vacation and sick leave for the first 60 days while covered under the workers' compensation insurance program.**

9. Change Article XXI, Termination

Benton County is an at-will employer. Employment with Benton County may be terminated at any time by the employee or the County for any or for no reason, with or without notice. Employees are encouraged but not required to give two weeks' notice.

The personnel office shall determine the compensation due the employee on termination according to records of the Personnel Office and the Elected Official. **Insurance coverage will end on the last day of the month in which you last worked. Vacation leave, non-FMLA sick leave, and grievance pay does not apply in the calculation of last day of coverage. The employee's final paycheck will be in the form of a paper check, even if he/she previously had direct deposit of paychecks.**

10. Change Article XXXIII, Rules of Conduct

Benton County employees are prohibited by law to bid on or knowingly come into possession of County-owned property or property sold through the County surplus auctions.

County employees shall conduct themselves both on the job and off duty so as to command the respect of fellow workers and the general public. **Use of profanity and/or comments made regarding a person's race, ethnic background, or sexuality will not be tolerated and may result in disciplinary actions up to and including termination.**

11. Change Article XXXV, Electronic Information Systems Usage

Incidental and infrequent private use of electronic mail and viewing of information via the global internet may be allowed if approved by the elected official. However, documents and electronic messages are not private. ~~The county records all incoming and outgoing electronic activity.~~ **Employees are prohibited from using their county-owned computer, tablet, or phone to view television, movies or inappropriate web content. Emails and computer usage may be monitored by the county.**

12. Add Article XXXVII, County Travel and Meal Expense Policy

- a) **Purpose:** The purpose of this policy is to establish the procedures governing the eligibility for payment incurred by County Employees and Elected Officials during travel related to County business. Elected officials and department heads must approve all requests for official travel prior to the employee's departure. Elected officials and department heads will evaluate travel requests against factors including budget constraints, job relatedness of traveler's activities, and other program considerations judged by the elected official or department head to have an impact on the request.
- b) **Non-County Reimbursements:** County employees and elected officials will not receive duplicate reimbursement from the County for attending workshops and meetings.
- c) **Transportation:** For travel by air, bus or train, actual cost will be paid directly from the County to the vendor. Where possible, air reservations should be made 30 days prior to departure to maximize discounts. Vendor supplied receipts must be submitted with payment requests. Taxicab and bus fares within the visited city will be reimbursed at actual cost with receipts required. Employees who intend to rent vehicles (only compact or mid-sized cars) for official County business must secure approval from their elected official or department head. Air travel must be at economy class.

Reimbursement for use of a private vehicle is allowable on a per-mile basis based on the Standard Mileage Rate as set by the U.S. General Services Administration (GSA). Employees can check with the Accounting Department for the current Standard Mileage Rate. Reimbursement shall be based only on official miles driven, and the County shall not assume responsibility for maintenance, operational cost, accidents, or fines incurred by the owner of the vehicle while on official business for the County. When more than one County employee is transported in the same vehicle, only one owner shall be entitled to mileage reimbursement.

Trip distances shall be computed from the odometer readings and recorded on the Travel Request Form. Should the employee, in the course of County-related travel, use his/her vehicle for personal use, then the employee is only allowed reimbursement for the County-related mileage as listed on the Travel Request Form.

Map mileage or computer generated maps such as MapQuest or Yahoo Maps may be utilized to determine mileage. The County will only reimburse for the most direct route unless the employee is required to make alternate stops, which shall be noted on the Travel Request Form.

All employees traveling in personally owned vehicles for County business must have current vehicle insurance and a valid driver's license. If said employee does

not have current vehicle insurance and a valid driver's license, then it is the responsibility of the elected official or department head to prohibit the use of a privately owned vehicle on County business. The elected official or department head in approving an employee's claim for reimbursement of travel by private automobile is, in effect, certifying that he/she has made a reasonable effort to determine that the employee has current insurance.

Personal vehicle mileage reimbursement shall not exceed available economy airfare, nor shall food and lodging expense be for more than one day of travel time to and from the destination.

d) Meals During Travel:

Meals during travel will only be reimbursed or funded by the County if consumed while traveling outside the County boundaries. The County will pay no more per day than the Standard Meal Allowance as set by the GSA for the area in which the travel occurs. The Standard Meal Allowance includes cost of meal and any incidental expenses, such as tips. Tips shall not exceed 15% of cost of meal. Current rates and exceptions for high-cost areas can be obtained at the GSA website www.gsa.gov/perdiem.

County employees will use the Meals & Incidental Expenses ((M&IE) rate published in the current GSA per diem policy. In all cases for two or more days of travel, the per diem rate for the first and last day of travel will be 75% of the maximum M&IE rate.

Snacks such as soda, coffee, candy, tobacco items and other personal items are not allowable County expenditures per the State Auditor.

e) Local Meals:

Reimbursement for local meals will only be made if they meet the following IRS conditions:

- i. They are furnished on Benton County-premises or facilities utilized for County functions and are for the convenience of the County (i.e. during training sessions and during emergency events.

f) Lodging:

Actual costs for single-room rate lodging are paid by Visa Card, when available; directly by the County to the establishment; or can be reimbursed to the employee with actual receipts attached to the payment request. It is recommended that the employee find lodging that offers government rates as established by the GSA for the specific area. In cases where an employee is attending a conference/association meeting and the conference assigns or recommends the hotel, then the County will pay the conference rate. The County shall not pay for personal items such as movie rental, flowers, laundry services, room service, or alcoholic beverages.

g) Parking and Tolls:

Expenses incurred for parking and tolls are reimbursable with actual receipts.

h) Seminar and Conference Registration:

Seminar and conference registration fees, etc., are paid directly by the County to the registrar, or can be reimbursed to the employee with actual receipts attached to the payment request.

i) County Visa Cards:

Only authorized employees who have been assigned a County Visa Card may utilize that card for lodging. The County Visa Card will also be allowed for meals but fuel purchases should be only made using the Visa Card when the County Fuel Card is not accepted. If the County Visa Card is used for meals during overnight travel it should be noted that the receipts for the Card must be provided and checked for accuracy by the immediate supervisor on the Travel Request Form before submission to the Accounting Department.

j) Travel Advances:

The County may sometimes give employees a cash advance to cover the expected expenses for an approved trip. If an employee needs a cash advance, he/she must complete the Travel Request Form which is available from the Accounting Department. All advances must be approved by the elected official or department head. The Travel Request Form must be completed and turned into the Accounting Department within 72 hours of return. Receipts for every expense item claimed must be submitted with the Report.

It is a very serious matter if you record false or misleading information on your Travel Request Form. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this travel policy could be subject to disciplinary action, up to and including termination of employment

13. Add Article XXXVIII, County Uniform Policy

County purchased uniforms and work clothing issued to employees must meet County guidelines in order to be purchased. Departments shall identify uniforms or work clothing items as being specifically required for a position, program participation, or event.

- 1) Only items required for specific position, program participation, or events may be purchased, unless otherwise approved by the appropriate Elected Official.
- 2) Department identified uniforms must bear the Benton County Government logo in a conspicuous place. Specific departments may be granted approval for logos other than the standard Benton County Government logo by the County Judge.
- 3) Uniforms and work clothing is defined by the IRS. (See Publication 529)
- 4) Items that are not adaptable to general use are excluded from the requirement to bear the County logo. These items include safety equipment items that are exposed to hazardous waste, items that would not be adaptable to use outside the workplace, work clothing for uniformed and/or certified public safety employees, and items that do not leave County premises.
- 5) If appropriated by the Quorum Court, employees may be eligible for a work clothing allowance. Such allowances are a benefit for a particular position. Such allowances are taxable income and will be included on an employee's W-2. Any work clothing allowance will be divided and paid out to the employee as part of the employee's pay throughout the course of the year unless otherwise approved by the elected official for whom the employee works. With such approval, any work clothing allowance up to the full annual allowance may be expended or paid out in a single lump sum with the amount so expended to be accounted for throughout the course of the year in order to recover the amount advanced. In such instances, the employee shall sign an agreement allowing the advanced amount to be withheld from the employee's final paycheck in the event the employee separates from employment.
- 6) Care and Maintenance of Uniforms – Benton County shall provide a cleaning service for all issued uniforms. The County will be responsible for the cost of cleaning/maintaining all issued uniforms. Employees are personally responsible for the proper care, cleaning, alterations and repair of any work clothing purchased with his/her allowance.